

Central Intelligence Agency  
National Foreign Assessment Center  
Office of Imagery Analysis

*Tech file*

MEMORANDUM FOR: [ ] OCR

SUBJECT : Revision of NFAC Classification Guide

REFERENCE : D/OCR Memorandum, Same Subject, dated 7 June 1979.

1. This memorandum responds to Mr. Eisenbeiss' request for the Office of Imagery Analysis to provide recommendations for improvements to the NFAC Classification Guide and to review the subcategories which carry Top Secret classification. [ ]

2. To provide background for my later comments, I will describe some action we've taken in OIA in regard to implementation of Executive Order 12065. OIA consults Agency Guides published by NFAC, the three Directorates, the DCI, and COMIREX for direction in classifying and marking our material. To insure uniform compliance with the Executive Order and to promote an understanding of it, OIA published an explanation of procedures and terms for internal use by all OIA personnel. Later we followed up with a reference for managers and secretaries which listed the most appropriate citations from all Guides for application to substantive and administrative material. These internal guidelines were believed necessary--and were later proved so--because of the initial difficulties experienced in using the various Guides and to lessen the impact upon our operation. [ ]

3. OIA recommends that the concept of a single Agency Guide be investigated. A single Guide would eliminate the duplication or near duplication of citations among the Guides now in use. Also eliminated would be the requirement to search through all the present Guides for the most appropriate citation. Further, a considerable savings in publication costs should be realized. [ ]

4. Whether the publication of the several Guides continues or a single Agency Guide concept is adopted, the inclusion of dividers and an index would greatly enhance utility. [ ]

5. OIA has reviewed the Top Secret citation which we initially submitted and believe it is still valid at the Top Secret level for a 20 year period. The citation is referenced in subparagraphs

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9c1.12, 9c2.10, 9d6.3, 9e2.1, and 9e3.1 and should be modified to read, "Information concerning TK collection systems design, capabilities, and strategies used in reports and memoranda. [ ] OIA further believes that the other TS subcategories are best reviewed by the originating components. [ ]

6. Finally, caution should be exercised if a decision is made to delete, add, or renumber subcategories. Some organizations--OIA is one--have had paper and report cover stocks preprinted with classification, handling, and marking. Renumbering probably would render such stocks useless. [ ]

[ ]  
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